

MANAGER, WORKFORCE DEVELOPMENT

PURPOSE:

To manage the operations of the Workforce Development Division of the Urban Development Department.

FUNCTIONAL AREAS:

1. Plan, direct, and evaluate the operations of the Workforce Development Division.
 - * A. Formulate, implement, and review short- and long-term division and program policies, objectives, goals, and plans.
 - * B. Oversee the development of grant applications for state, federal, and private funds.
 - * C. Prepare, monitor, and control division budget for allocated funds in a responsible manner.
 - * D. Design and administer training and employment programs in accordance with grant provisions.
 - * E. Establish effective procedures to audit, monitor, and evaluate the Division's objectives.
 - * F. Design, negotiate, and process program subcontracts for the delivery of services and activities.
 - * G. Submit reports and make recommendations to appropriate committees, agencies, and governmental units.
2. Represent the City of Duluth through the Workforce Development Division in collaboration with other governmental units and officials, public and private agencies, businesses, and citizens.
 - * A. Meet and communicate effectively with state and federal program and fiscal monitors to ensure adherence to policies, regulations, directives, and recommendations.
 - * B. Meet with other workforce service areas and organizations to review policies, programs, and developments.
 - * C. Present program objectives to individuals, groups, businesses, agencies, and organizations to encourage their cooperation and participation and to solicit suggestions and feedback.
 - * D. Utilize media to publicize programs and developments.
 - * E. Maintain communication with and serve as program advocate to Duluth City Council, officials, departments, and employees.
 - F. Serve as Executive Director of the Duluth Workforce Council.
 - G. Respond to inquiries, requests, and complaints, as necessary, and in a timely manner.
3. Supervise the Division's staff.
 - * A. Provide for the hiring, assignment, training, evaluation, and disciplining of employees.
 - * B. Delegate authority and responsibility to staff as necessary to administer

- the programs and activities of the Workforce Development Division.
- * C. Prescribe and enforce rules and procedures for efficient management and correct job performance.
- D. Process, monitor, and maintain required personnel and payroll data.
- * E. Keep updated on pertinent legislation, regulations, and developments which could affect Division operations and disseminate information to appropriate personnel.
- F. Process required paperwork in a timely manner.
- G. Provide staff with all required and available tools and resources to accomplish their assignments.

MINIMUM QUALIFICATIONS:

1. Education and Experience

- † A. A four-year college degree in Vocational Training or Counseling, Public or Business Administration, Planning, or a related field.
- † B. Four year's full-time equivalent experience in employment or vocational counseling, employee assistance counseling, skill assessment and training, or a related field. One year of this experience must be in a supervisory or leadworker capacity. Another year of this experience must be in planning and administering a grant-funded program.

2. Knowledge

- † A. Extensive knowledge of grant-funded programs and processes.
- † B. Knowledge of accepted public administration, personnel, supervisory, and fiscal principles and practices.
- † C. Knowledge of laws, regulations, and program policies and procedures which affect Division operations.
- † D. Knowledge of workforce development methodology, programs, resources, and providers.

3. Skills

- † A. Skill at writing grants and securing grant funds.
- † B. Skill at supervising others.
- † C. Skill at operating in political environments.
- † D. Skill in communicating effectively using various means, including written and oral methods, including public speaking.

4. Abilities

- † A. Ability to accomplish work through effective supervision.
- † B. Ability to develop, direct, coordinate, supervise, implement, and promote programs utilizing government funds for training, employment, and workforce development purposes.

- † C. Ability to write grants, proposals, contracts, reports, and correspondence, and to maintain written records.
- † D. Ability to transport materials and equipment used in presentations to various groups within and without the City of Duluth. Materials and equipment to be transported usually weigh less than 40 pounds per load.
- † E. Ability to transport oneself to, from, and around various locations within and without the City of Duluth. This is usually accomplished by driving and walking.

* Essential functions of this classification.

† Minimum qualifications necessary on the first day of employment.

Anlst: CT	Date: 20020828
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